

Fire & Emergency Services Division (FESD)
Directorate of Public Works (DES)
Fire Prevention Program (FPP) Checklist

Proponent For Inspection: DES

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

REFERENCES: FLW Reg 420-2, 15 Aug 02 & FLW Form 132, 1 Oct 94

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks.
"P"= 70% success rate of evaluated tasks with no failed critical tasks.
"U"= less than 70% success rate of evaluated tasks or one failed critical task.

This checklist is applicable to BDE/Directorate levels conducting inspection of BN/Division levels.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
AREA FIRE MARSHAL (AFM) RESPONSIBILITIES				
1. CRITICAL Was AFM appointed on orders and a copy provided to the FLW FESD? (FLW Reg 420-2 Para 9b)	BDE			
2. Did the AFM receive an orientation from the FESD staff within thirty working days of appointment? (FLW Reg 420-2 Para 9b)	BDE			
3. CRITICAL Is a FPP SOP established by the commander and updated each November? (FLW Reg 420-2 Para 9a(2))	BDE			
4. CRITICAL Does the AFM have a complete listing of Building Fire Wardens (BFW) for each area of responsibility, and was listing provided to FESD? (FLW Reg 420-2 Para 9b(1)(b))	BDE			
5. Is adequate training provided by the AFM for all assigned BFW and is it documented by AFM & BFW? (FLW Reg 420-2 Para 9b(1)(e) & FLW Form 132)	BDE			
6. Are Fire Hazards/Deficiency Reports returned to FESD in a timely manner by the AFM? (as stated on violation notice)	BDE			
7. Is documentation maintained by the AFM of <u>random</u> quarterly facility and records inspections? (FLW Reg 420-2 Para 9b(1)(d))	BDE			
8. Is fire prevention training conducted by AFM or commander being documented? (FLW Form 132)	BDE			
9. Does the AFM's fire prevention booklet contain required FPP documentation? (FLW Reg 420-2, Appendix C)	BDE			
10. Does a progressive FPP exist and is it supported by the commander? (FLW Reg 420-2 Para 9a(1))	BDE			
BUILDING FIRE WARDEN (BFW) RESPONSIBILITIES				
11. Is a BFW appointed for each building? If not, is the AFB taking on the responsibilities in buildings without an appointed BFW? (FLW Reg 420-2 Para 9b)	BDE			
12. Are BFWs receiving support from the AFM in correcting deficiencies beyond their capability to correct? (FLW Reg 420-2 Para 9b(2)(e))	BDE			
13. Does the BFW's fire prevention booklet contain required FPP documentation? (FLW Reg 420-2 Appendix C)	BDE			
14. Are service and work order numbers maintained on file to document corrective action of fire deficiencies? (FLW Form 132)	BDE			

15. Are hazardous locations posted to prevent unauthorized smoking? Are authorized smoking areas properly established using DA Form 5560-1-R and discarded smoking materials disposed of safely? (FLW Reg 420-2 Para 13)	BDE			
16. Are fire prevention training sessions conducted and documented for all employees (to include, but not limited to, training in fire reporting, emergency evacuation, and use of fire extinguishers)? (FLW Reg 420-2 Para 9b(1)(e) and FLW Form 132)	BDE			
17. When required, are fire drills being conducted? (FLW Reg 420-2 Para 6)	BDE			
18. Are flammable liquids and gasses safely used and stored in approved storage cabinets and designated areas, where required? (FLW Reg 420-2 Para 14)	BDE			
19. Is documentation maintained for monthly facilities inspections conducted by the BFW? (FLW Reg 420-2 Para 9b(2)(b))	BDE			
20. Are completed FESD Fire Hazard/Deficiency Inspection Reports returned to the AFM in a timely manner? (as stated on violation notice)	BDE			
21. Is building fire evacuation plan established and posted for employees' knowledge? (FLW Reg 420-2 Para 10b(11) and Para 9a(2))	BDE			
REMARKS AND FINAL COMMENTS:				